**Bob Holden**
Governor

State of Missouri
**OFFICE OF ADMINISTRATION**
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
http://www.oa.state.mo.us/acct/

**Jacquelyn D. White**
Commissioner

**James A. Carder**
Director
Division of Accounting

# M E M O R A N D U M

| | |
|---|---|
| **TO:** | State Agencies |
| **FROM:** | Division of Accounting |
| **DATE:** | May 5, 2004 |
| **RE:** | SAM II HR Fiscal Year End |

This memorandum contains key information needed for the Fiscal Year End process in SAM II HR. Please share this information with all individuals in your agency responsible for any of these payroll functions.

## Payroll Check Cancellations or Replacements

ALL payroll checks to be cancelled or corrected should be submitted with a Supplemental Request Form to OA/Accounting no later than noon, July 1, 2004, to be included in the final Supplemental Cycle of the Fiscal Year. This includes any past payrolls and the June 30, 2004 payroll cancellation and corrections.

## Security Changes

Changes to the Organization structure may require changes to security as well. Agencies should submit the security change forms through normal channels in advance of the Fiscal Year End processes.

## PPER Entry

Assure all PPER documents for event dates prior to 6/16/04 are in ACCPT status prior to the Regular paycycle to be run on July 7th. System controls will be set after this cycle to prevent any prior fiscal year timesheets from being entered. Agencies will have only one paycycle in July to enter PPERs for dates prior to 6/16/04.

## Recycled Overtime/Compensatory Time

Any overtime or compensatory time worked during the June 1-15 paycycle will be processed and banked with the June 30 check, however pay-outs on a future paycycle will charge to the LDPR that is in effect at the time of pay. Agencies should assure that all accounting codes are still valid in the new fiscal year for LDPRs that are still active.

## Object Codes 2005/2010

Overtime paid is charged in full to Object code 2010 as long as the time had been banked prior to pay-out. If immediate pay-outs are occurring, the premium portion of the overtime pay will be charged to 2010, but the remainder will charge to 2005.

## ADNT Updates

If agencies utilize a specific document numbering format that denotes a fiscal year, notify Angie Neiman via email at **Angie.Neiman@oa.mo.gov** by 6/22/04 to add new ADNT entries for the new fiscal year.

## FX, PX, and JC Documents in Financial

Agencies are responsible for review and cleanup of the Financial SUSF for all rejected FX, PX, and JC documents. The SAMII Financial SUSF table is reviewed by OA/Accounting Financial staff on a quarterly basis during the fiscal year. During these quarterly reviews, OA/Accounting deletes any documents meeting the deletion criteria. These documents must be in ACCPT status by 6:00 p.m. on June 30, 2004 or they will be deleted from SUSF during the FYE downtime in Financial.

## Accounting Changes for May Payrolls
Agencies must have payroll accounting change forms (PACC) for May payrolls submitted to OA/Accounting no later than June 18, 2004.

## Accounting Changes for June Payrolls
Agencies must have payroll accounting change forms (PACC) for June payrolls submitted to OA/Accounting no later than Noon, July 15, 2004.

## HR SUSF Review
Agencies should conduct continual reviews of the HR SUSF file and delete any rejected CPER documents that can no longer be processed as a CPER.  OA has implemented an automated process to purge documents older than 60 days (90 days for PPER) that are not in HELD status.

## Position Record Review
For Position changes with effective dates prior to June 16, 2004, the PSMTs must be entered and approved prior to the paycycle run on July 7, 2004.

## LDPR Updates
A memo will be distributed to agencies by May 14, 2004 regarding the review and update of FY05 LDPRs.  Detailed instructions will be included in that memo.  Agencies will need to request the diskette for updates.  The diskette will be in Access 2000.

## RPTG Table Update
RPTG table entries for FY04 and FY05 are currently on the SAMII Financial RPTG table and agencies may update the data as necessary.  All reporting categories that affect payroll **must** be updated on the RPTG table in SAMII Financial prior to 6:00 p.m. on June 30th.

## HR Online System Availability
In order to enter a new FY05 PSMT or related ESMT, the Expense Budget load process must be completed in both SAMII Financial and SAMII HR.  SAM II HR system availability is not dependent on the system availability of SAM II Financial.  SAMII HR will remain available until SAMII Financial has completed the Expense Budget load.  Once Financial has completed that portion of the Fiscal Year End process, then SAMII HR will immediately go down for our Fiscal Year End load.  Agencies will be notified at that time that the system will be unavailable.

## Timesheet Entry for June 16-30 Pay Period
Prior to SAMII HR's FYE update, transactions and timesheet documents with FY05 specific information will reject upon entry.  Timesheet documents (CPER, PPER, CITS, and CREW) can remain in REJCT status until SAMII HR's Fiscal Year End processes are completed.  Agencies should not re-enter rejected timesheet documents since they can be re-edited and approved **AFTER** we have notified agencies of HR system availability.   The timeframe will be **very limited** for entry of June 16-30 pay period timesheets.  Agencies should refrain from future period timesheet entry during this time.

## Data Warehouse Availability
HR Data Warehouse will be available during the fiscal year end process with the exception of the Regular paycycle run on July 7-8.  Should there be any unscheduled downtime, it will be communicated through the SAM II HR email distribution list.

## Payroll Processing Calendar
Please review the Payroll Processing Calendar posted on the SAM II HR web site at http://www.state.mo.us/mo/samii/hr/ProcSched2004.pdf .  The July 15 check date will be processed beginning at 6:00 p.m. on July 7, 2004.  Agencies will be able to enter timesheets until that time.  Due to limited system availability for FYE processing, it is recommended that ESMT transactions for the pay period of June 16-30, be submitted by July 1 for guaranteed approval.  Any new FY05 PSMTs and related ESMTs should be entered as soon as possible upon HR system availability in July, for Division of Personnel's approval. The Division of Personnel will coordinate approvals with Agency personnel, which may require assistance during the July 4th weekend.  Agency interface files should be submitted in time for the Daily cycle on Tuesday evening, July 6, 2004.

## Questions
If you have any questions regarding the information in this memorandum, please contact Vandee DeVore, Central Payroll Manager, at 573-522-5863.